



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

March 22, 2022
NOTICE OF JOB VACANCY
#22-164

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

TITLE: Assistant Attorney General
(Counsel to the Director)

SALARY: \$150,000.00

LOCATION: Division of Criminal Justice
Director's Complex
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ
(Statewide travel between offices required for work responsibilities.)

AND

Division of Criminal Justice
Director's Complex
1 Apollo Drive
Whippany, NJ 07981

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under administrative direction of the Director of the Division of Criminal Justice (the "Division"), as well as the Attorney General, or other executive officers in the Division or Department of Law and Public Safety ("DLPS"), the Counsel to the Director will serve as a specialist in the area of domestic and sexual violence prevention, enforcement and policy. The Counsel to the Director, working with Division executive and investigative staff, will be responsible for the cultivation / improvement and maintenance of strong working relationships with local, state, and federal law enforcement partners, relevant community stakeholders (such as survivor rights advocacy groups), the AOC, as well as other DLPS Divisions and State agencies, committed to the eradication of domestic and sexual violence. The Counsel to the Director will develop statewide policy and operational procedures in the area of domestic and sexual violence prevention and enforcement efforts, and will oversee the implementation of pilot programs of said policy initiatives. The Counsel to the Director will oversee the investigation, and participate in prosecution, of criminal offenses in this area. The Counsel to the Director will also keep apprised of developments in social and scientific research, grant funding opportunities, and legislative efforts, in this area to serve as an advisor to the Division. The Counsel to the Director will develop and lead statewide training relevant to this area of law. The Counsel to the Director will represent the Division and/or Attorney General on various Supreme Court committees, councils, specialized committees, and advisory groups; and will perform other related tasks, as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice as an Attorney at Law in the State of New Jersey is required.

EXPERIENCE: Four (4) years of professional legal experience as an attorney at law of the State of New Jersey in the area of the specialty or, three years of professional legal experience as an attorney for State or Federal administrative agencies which shall have involved a significant amount of the specialized legal work, or, two years of unique specialized legal experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to candidates with a demonstrated passion and commitment to the pursuit of justice – specifically in the area of domestic and sexual violence prevention – as a prosecutor, civil attorney, policy maker, or advocate; have extensive trial experience; past supervisory experience over legal and investigative staff; the ability to work effectively with a broad cross-section of stakeholders; possess excellent written and oral communications skills; prior experience in developing policy or procedure for multiple agencies; and experience in managing and/or training prosecutors and law enforcement.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-164, a current resume, a writing sample (unedited by others), and a completed Division of Criminal Justice Application for Employment, found at: <https://www.nj.gov/oag/dcj/pdfs/DCJ--Employment-Application-v03.27.18.pdf>, on or before the closing date of April 5, 2022. Current Division of Criminal Justice employees need only send a resume and cover letter. Required documents must be sent to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

Applications submitted directly to the Division of Criminal Justice will not be considered.

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

